



City of Houston Affirmative Action and Contract Compliance

Minority, Women, Disadvantaged, and Small Business Enterprise Program (MWDBE/SBE)

Attend a **FREE** MWDBE/SBE Pre-certification Workshop. These workshops are offered every Thursday at 2:00 p.m., 611 Walker, 7th Floor. Please call 713-837-9000 (713-837-9040 TDD) for more information or visit the City's website at www.houstontx.gov.

From Our Director

The City of Houston is celebrating 25 years of providing Minority, Women, Disadvantaged and Small Business (MWDBE/SBE) owners with real opportunities. In a competitive environment, this program allows MWDBE/SBEs to compete on equal footing for contracts on City-funded projects and purchases.

Visit our website at www.houstontx.gov/aacc/index.html and download the following helpful publications:

- The Source Newsletter
- City Contracting Guide
- Sources of Assistance Business Resource Guide
- Construction Industry Resource Guide

They contain valuable resource and contact information.

We encourage you to look at our program. I am convinced that working with you, we can make a difference in your business. Attend one of our weekly Pre-certification Workshops for more information. Our continued success depends upon growing firms like yours.

Let us hear from you!

Velma Laws, Director

Advantages

- Listing in the City's MWDBE/SBE Directory, which is accessible on the City's website, at www.houstontx.gov (click Departments, Affirmative Action, MWBE/SBE Directory).
- Non-reciprocal Common Certification Agreement with the Houston Minority Supplier Development Council, the Houston Women's Business Enterprise Alliance, the Texas Unified Certification Program, and the State of Texas Historically Underutilized Businesses Program.
- Access to workshops, seminars, and quarterly newsletter, "The Source".
- Bidding opportunities on contracts
- Certifications are valid for 1 year and certification is **FREE**.
- Our certification is also accepted by:
 - Environmental Protection Agency (EPA)
 - Port of Houston Authority
 - METRO
 - Houston Independent School District
 - Houston Community College System
 - Houston Housing Authority
 - Kellogg Brown and Root
 - Texas Comptroller of Public Accounts
 - Texas Southern University Economic Development Center

Requirements

- The minority or female owner must possess at least 51% ownership, management, and control of the business.♦
- The minority, female, or small business owner must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name.
- The firm must be independent and currently operating.
- Firms must maintain a significant local business presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, or Waller counties.
- The firm must meet the Small Business Administration Size Standard(s) for its industry classification(s).
- For DBE certification, applicant must have a Personal Net Worth of less than \$750,000 – excluding value of home and ownership interest in the business. There is no local presence requirement.♦
- Persons with Disabilities Business Enterprise (PDBE) certification requires applicants to submit a Disability Affidavit and an accompanying letter from a State of Texas certified medical doctor. The person with a disability will be required to meet the same criteria for certification as MWBE/SBE applicants.♦

The Certification Process

Program participation requires certification. The process takes approximately 90 days when we receive a complete application packet, and includes the following steps:

- Pre-certification Workshop
- Preliminary Screening of Application
- Desk Audit
- Financial Audit
- Field Audit ♦
- Committee Review
 - a. Certification (Firm is listed in Directory)
 - b. Tentative Denial (Firm may appeal)

♦ Not Required for SBE Certification